Hourly Rate Per Assignment   PA30, CAT2

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
4/28/05	Dorie Schmeling	Draft
4/29/05	Rena Cawyer	SME Review
5/4/05	Heather Hanson	Training Review
5/5/05		Agency Review
5/24/05		Testing Review
9/1/05	Todd Jenkins	SME Review
9/9/05	Chylynn Hansel	Edits
10/04/06	Lesa Terry	Edits

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Purpose

Use this procedure if an employee is eligible to work a position other than the one recorded on the **Organizational Assignment** (001) infotype.

Trigger

Perform this procedure when an employee is eligible to work at different rates of pay.

Prerequisites

- Position is entered on **Hourly Rate per Assignment** (0554).
- Time is earned and needs to be entered into CATS.

Menu Path

Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Times

Transaction Code

PA30, CAT2

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1.　　Start the transaction using the above menu path or transaction code **PA30**.

　　　　Steps 1-6 are for creating the **Hourly Rate per Assignment** (0554).

　　　　Steps 7 – 22 are for entering the time worked into **CATS**.

SAP Easy Access
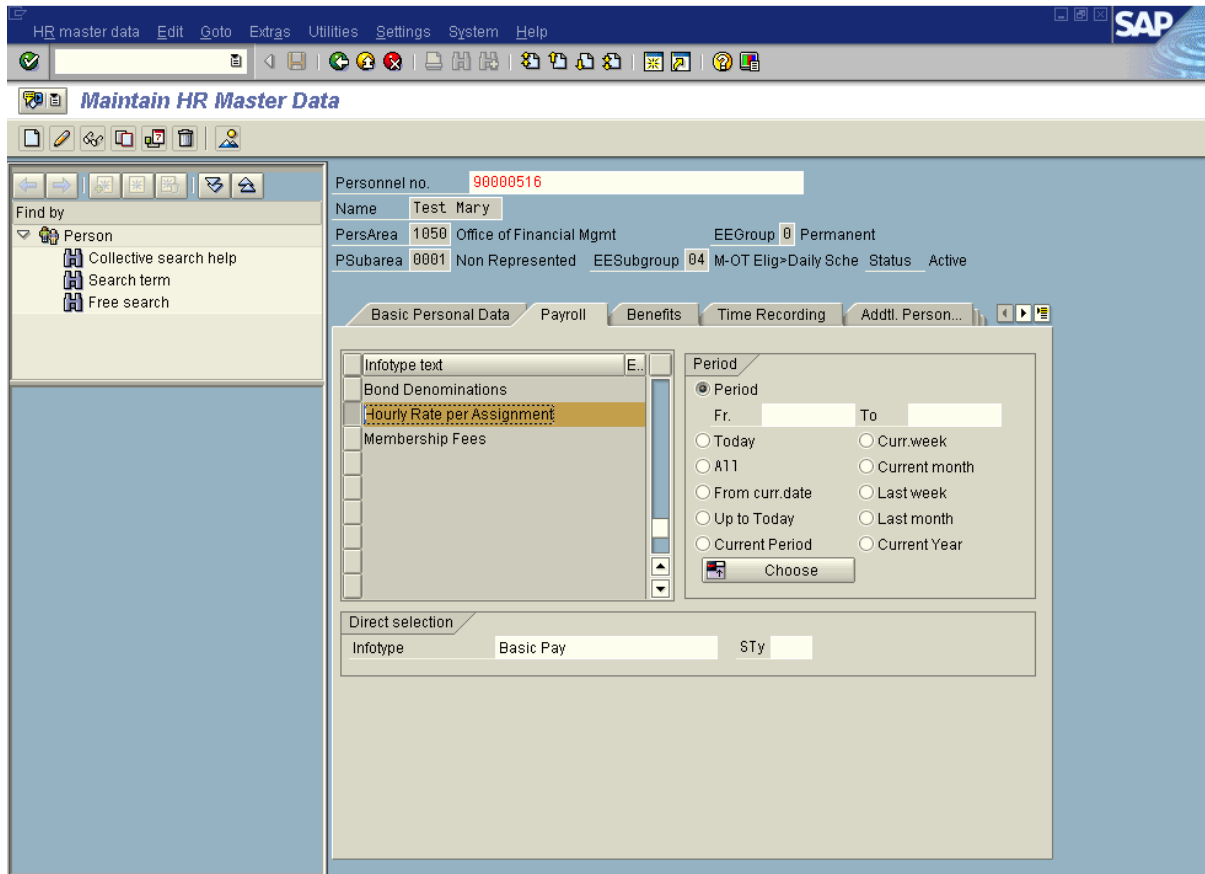
2.　　Click the gray box to the left of Hourly Rate per Assignment to select.

Maintain HR Master Data

3. Click ⬜ (Create) to create a new record.

Create Hourly Rate per Assignment (0554)

4.   Complete the following fields:

Field Name	R/O/C	Description
Start	R	The first day of the pay period. Use the first day of the pay period even if the employee was not eligible until a later date in the same pay period. For example, the employee was not eligible until 10/11/06 but you would use a start date of 10/01/06 on this infotype. **Example:** 10/01/2006
Assignment	R	The number of additional positions entered for this employee. **Example:** 1st Assignment
Position	R	The type of position associated with this assignment number for this employee. **Example:** Office Assistant 3

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Field Name	R/O/C	Description
Valuation basis	R	The semi-monthly pay amount.
		This employee has a *monthly* work schedule so the valuation is based on their semi-monthly rate of pay. Use **Basic Pay (0008)** to find the salary amount.
		If the employee has an *hourly* work schedule the valuation is based on their hourly rate of pay. Use **Basic Pay (0008)** to find the salary amount.
		Example: 1,206.50

4.1 In the **Assignment** field, click (Dropdown) to select from the drop-down list.

Example: 1st Assignment

4.2 In the **Position** field click (Matchcode) to open the selection list.

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Choose Position

4.3   Click to expand the assignment list and select the position.
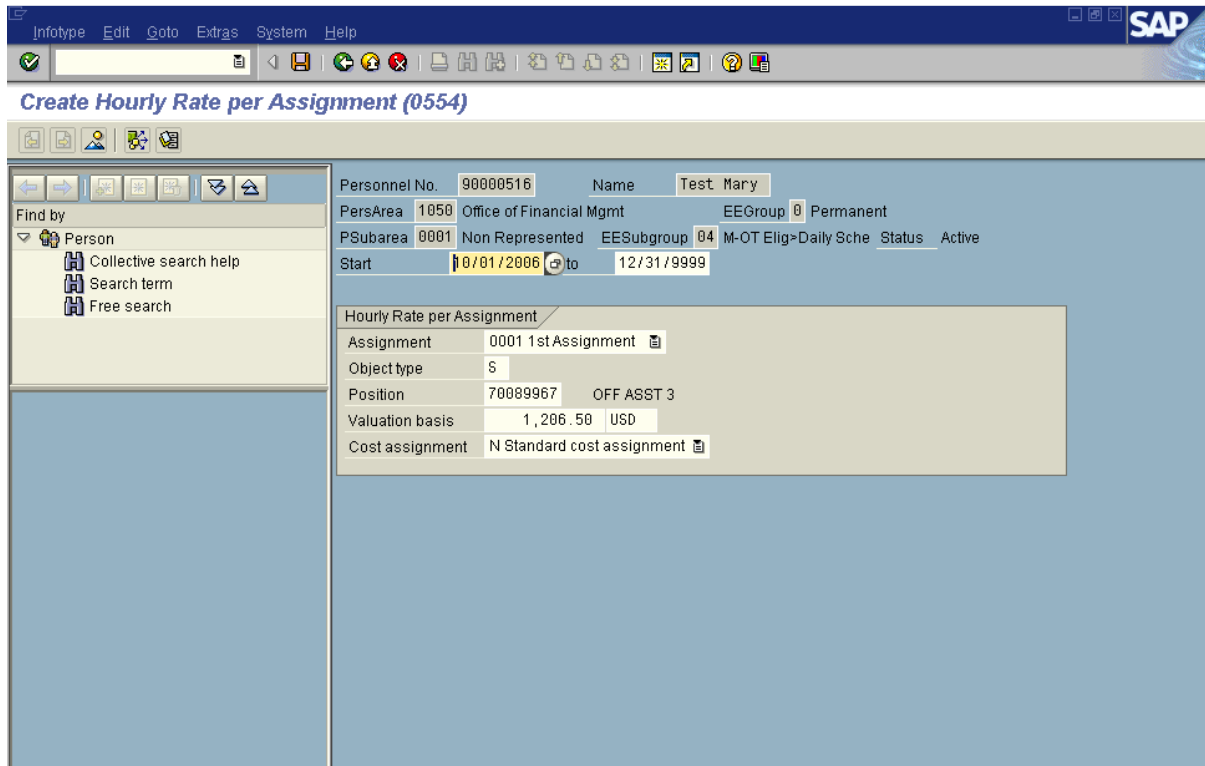
4.4   Click ✅ (Continue) to accept.

4.5   In the **Valuation basis** field, enter the semi-monthly pay amount.

🛈   If the employee has an hourly work schedule, enter the hourly amount.

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Create Hourly Rate per Assignment (0554)

5. Click ✅ (Enter) to validate.

6. Click 💾 (Save) to save.

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Maintain HR Master Data

7. In the **Command** box, type /**ncat2** and then click ![enter icon] (Enter) to start the transaction.

Time Sheet: Initial Screen

8. In the **Data Entry Profile** field, click [icon] (Matchcode) to open the selection list.

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Data Entry Profile (1) 10 Entries Found

9. Perform one of the following:

If	Then
The entry **will** require a change in the financial accounting structure	Click **SOW-1 State Of Washington – with Financial Distribution**
The entry **will not** require a change in the financial accounting structure	Click **SOW-2 State Of Washington – W/Out Financial Distribution**

Example: SOW-2   State Of Washington - W/Out Financial Distribution

10. In the **Personnel Number** field, enter the employee's personnel number.

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Time Sheet: Initial Screen
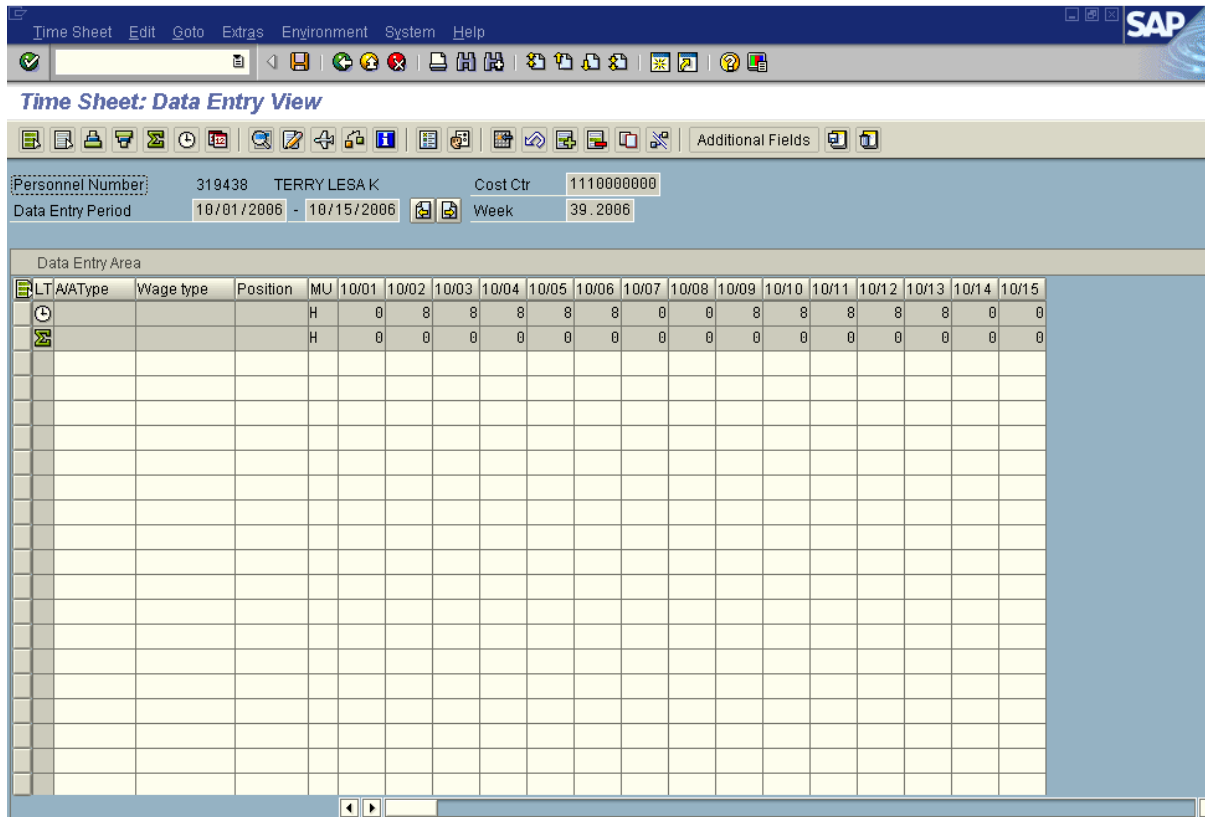
11. Click ✅ (Enter) to validate.

12. Click ✏️ (Enter Times) to continue.

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Time Sheet: Data Entry View

13. Click in the next empty **Wage Type** field, click ⬜ (Matchcode) to open the selection list.

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Wage type (2)   58 Entries Found

WT	Wage Type Long Text	Start Date	End Date
1036	Delete	01/01/1900	12/31/9999
1057	Shift Difference-all agys	01/01/1900	12/31/9999
1060	shift df .50 for all agys	01/01/1900	12/31/9999
1061	shift df 1.00 all agys	01/01/1900	12/31/9999
1062	shift df 1.50 all agys	01/01/1900	12/31/9999
1063	shift df 3.00 all agys	01/01/1900	12/31/9999
1080	OT shift df .50 all	01/01/1900	12/31/9999
1081	OT shift df 1.00 all	01/01/1900	12/31/9999
1082	OT shift df 1.50 all	01/01/1900	12/31/9999
1083	OT shift df 3.00 all	01/01/1900	12/31/9999
1165	Extra pay-agency3510/3530	01/01/1900	12/31/9999
1166	SubstTeach0-4agy3510/3530	01/01/1900	12/31/9999
1167	SubstTeach4+agy3510/3530	01/01/1900	12/31/9999
1208	Deceased Current Year	01/01/1900	12/31/9999
1210	Deceased Subsequent Year	01/01/1900	12/31/9999
1215	OT Variable Rate	01/01/1900	12/31/9999
1222	Reg Hours Worked Salaried	01/01/1900	12/31/9999
1223	Salary Hours Override	01/01/1900	12/31/9999
1225	Extra Hours Worked-Remove	01/01/1900	12/31/9999

60 Entries Found

14. Click 1222 Reg Hours Worked Salaried to select the wage type. This example is for a monthly employee.

    i
    For an hourly employee, the selection list will have wage types that are applicable to hourly employees. Select 1200 Reg Hours Worked Hourly for hourly employees.

15. Click ✔ (Copy) to accept.

16. In the **Position** field, type the number of the assignment position.

    i
    You must manually enter the **Position** ID number of the position selected in step 4.3.

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17. In the **Measuring Unit** field, enter **HR** to select **hours** as the unit of measure for this **Wage type** and **Position**.

18. Enter the time worked in this position for the appropriate days.

Wage type 1222 Reg Hours Worked Salaried (or Wage type 1200 Reg Hours Worked Hourly) is not what pays the employee the time worked. It is the wage type (1222 or 1200) in combination with the Position number that tells HRMS to look at ***Hourly Rate per Assignment (0554)***. Then based on the employee's planned working time, HRMS will first evaluate the hours worked at this position then evaluate the remaining hours for the period at their primary salary.

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Time Sheet: Data Entry View

19.   Click [icon] (Check Entries) to check the information.

20.   Click [icon] (Enter) to validate the information.

21.   Click [icon] (Save) to save.

22.   You have completed this transaction.

Result

You have entered infotype 0554 for this position and entered hours into CATS.

Comments

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